

# **BUILD A BETTER BUSINESS**

**COURSE GUIDE**

**MENTORING BY  
INDUSTRY SPECIALISTS**

**GAIN THE SKILLS TO  
GROW YOUR BUSINESS**

**STAY COMPETITIVE IN A  
CHANGING ECONOMY**

**Small Business  
Solutions**



**Queensland  
Government**

**MAKE  
GREAT  
HAPPEN**



RTO 0275 | CRICOS 03020E | HEP PRV13003

# **Ideal for small business owners, start-up leaders and entrepreneurs looking to build their business management skills and knowledge.**



**Analyse your business needs with an Industry Specialist Mentor**



**Create a tailored Business and Financial Plan unique to your business**



**Participate in collaborative workshops to grow your network and build your skills**



**Discover new marketing techniques to stay competitive and profitable**

# Level up your business

**TAFE Queensland's Small Business Solutions program is dedicated to helping you design and implement the big ideas you have for your business.**

Delivered through a series of workshops and one-on-one mentoring, we work with you to figure out the ideal solution for your business. Designed specifically for aspiring entrepreneurs and small business owners, this accelerated program will allow you to gain a Certificate IV in Entrepreneurship and New Business (BSB40320) in under 16 weeks.

During your studies, you will be guided by an experienced mentor from the business community who will work with you to develop a business plan specifically tailored to grow your business.





**Make new connections  
with industry experts  
and network with other  
small business owners.**



# What you will learn

Develop a range of fundamental skills specific to running a small business under the expert guidance of successful business mentors.



**Learn new management skills to get the best out of your staff.**



**Business and financial planning to manage costs and improve cash flow and profit.**



**Innovations to stay competitive in a dynamic market.**



**Strengthen your understanding of customer needs specific to your business.**



**Learn techniques to manage stress, improve your wellbeing and productivity.**



**Develop and implement a tailored business plan.**



**Digital marketing channels and strategies to grow your customer base.**

# Delivery

This program is an accelerated delivery model, teaching you everything you need to know to grow your business within 16 weeks.

## Two convenient study options to choose from:



### Collaborative workshops

- Join a series of three (3) hands-on workshops that offer real business assistance and practical business training.
- Get tips on how to improve your growth and profitability through practical and fun exercises and interactive discussions.
- Three (3) individual mentoring sessions (1 hour) to assist with learning and implementation.
- Online learning, support and networking opportunities.



### Mentoring program

- Six (6) 1.5 hour individual mentoring sessions. These short, sharp, focused blocks of dedicated time with your mentor can be online or face-to-face.
- Acting as a business coach, your mentor will take the time to carefully analyse what your business needs to grow.
- Guided by your mentor, you will have the opportunity to develop a tailored plan to grow your business.
- Online learning, support and networking opportunities.

#### Learn more

[business.tafeqld.edu.au/workshops](https://business.tafeqld.edu.au/workshops)

#### Meet our mentors

[tafeqld.edu.au/businessmentors](https://tafeqld.edu.au/businessmentors)





**Our mentors will work with  
your schedule and can meet  
online or face-to-face.**





# Certificate IV in Entrepreneurship and New Business

BSB40320

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**Like your business, we want to make sure that you are getting the best return for your investment. We offer you the opportunity to receive a nationally-recognised accreditation upon completion of the combined workshops and mentoring programs.**

You are required to complete all core and six elective units listed below to receive your qualification.

CODE	UNIT NAME	TYPE
BSBESB402	Establish legal and risk management requirements of new business ventures	Core
BSBESB301	Investigate business opportunities	Elective
BSBPEF401	Manage personal health and wellbeing	Elective
BSBESB404	Market new business ventures	Core
BSBMKG431	Assess marketing opportunities	Elective
BSBOPS404	Implement customer service strategies	Elective
BSBTEC403	Apply digital solutions to work processes	Elective
BSBESB302	Develop and present business proposals	Elective
BSBESB401	Research and develop business plans	Core
BSBESB403	Plan finances for new business ventures	Core

# Need to know

## Entry requirements

You are required to have a minimum of 12 months experience owning and or managing a business and will be subject to a selection criteria ensuring that you have a suitable background and experience to participate in this program. Contact us on **1300 40 60 80** to book your free consultation.

## Resources required

No specific resources are required to successfully complete this course. It is recommended that you have a reliable internet connection to access TAFE Queensland's online learning system Connect, and a computer with up-to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player. This equipment and software is available for use at any TAFE Queensland location.

# Payment options

## Higher level skills subsidy

### \$500

To be eligible for the subsidised program funded by the Queensland Government:

- be 15 years or older and no longer in school
- reside in Queensland
- be an Australian or New Zealand citizen or permanent resident or an owner, manager or employee of a small business in Queensland
- supply an Australian Business Number (ABN) along with supporting evidence
- have not obtained or been enrolled in a certificate IV or above qualification previously.

## Full fee

### \$2,590

This is the total cost of the program.

## Concession

### \$60

To be eligible for concession, you must meet the eligibility criteria for the Higher Level Skills subsidy, as well as one of the following:

- be Aboriginal or Torres Strait Islander
- have a current Centrelink Pension
- hold a Concession Card, Health Care Card or a Department of Veterans' Affairs Card
- hold a current Pensioner Concession Card.

## Payment plans available

TAFE Queensland offers payment plans\* so you don't have to pay the lump sum fee when you enrol; instead, made over six fortnightly instalments.

\*Payment plans only apply to full fee and Higher Level Skill subsidy amounts.

**Scan the QR code  
to book your free  
consultation**







## Contact us

📞 1300 40 60 80

💻 [business.tafeqld.edu.au](https://business.tafeqld.edu.au)

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